

SAN FRANCISCO
SERVICES PLANNING COUNCIL

BYLAWS

ARTICLE I - NAME

Section 1. The name of this Council shall be the HIV Health Services Planning Council.

ARTICLE II - MEMBERSHIP

Section 1. The membership shall be comprised of persons appointed by the Council. Current members are listed in the written minutes of each meeting.

Section 2. The Mayor may appoint additional members to the Council for the purpose of expanding the membership or to fill vacancies which may occur. The membership shall include representatives of:



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REFERENCE BOOK

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unities, including individuals with HIV disease;
providers;
HIV and AIDS service organizations;
providers;
health care providers;
health agencies;
health agencies or health care planning agencies;
community leaders;
community health centers;
community intervention programs; and
community-based organizations of any Health Resources and Services Administration adult and pediatric HIV-related care project operating in the area;

community-based care projects;

community-based care projects, including visually or hearing impaired;

- (17) advocates for new immigrants and undocumented persons;
- (18) housing authority, or agency administering HOPWA program;
- (19) State administered community-based care project.

person may substitute for a member at meetings, with the exception of the State representative.

SAN FRANCISCO
HIV HEALTH SERVICES PLANNING COUNCIL

BYLAWS

ARTICLE I - NAME

Section 1. The name of this Council shall be the HIV Health Services Planning Council.

ARTICLE II - MEMBERSHIP

Section 1. The membership shall be comprised of persons appointed by the Mayor. Current members are listed in the written minutes of each meeting.

Section 2. The Mayor may appoint additional members to the Council for the purpose of expanding the membership or to fill vacancies which may occur. Membership shall include representatives of:

- (1) affected communities, including individuals with HIV disease;
- (2) health care providers;
- (3) community-based and AIDS service organizations;
- (4) social service providers;
- (5) mental health care providers;
- (6) local public health agencies;
- (7) hospital planning agencies or health care planning agencies;
- (8) non-elected community leaders;
- (9) State government;
- (10) grantees of early intervention programs; and
- (11) the lead agency of any Health Resources and Services Administration adult and pediatric HIV-related care demonstration project operating in the area;
- (12) hemophiliacs;
- (13) the incarcerated;
- (14) home and community-based care projects;
- (15) homeless;
- (16) physically disabled, including visually or hearing impaired;
- (17) advocates for new immigrants and undocumented persons;
- (18) housing authority, or agency administering HOPWA program;
- (19) State administered community-based care project.

No person may substitute for a member at meetings, with the exception of the State government representative.

Section 3. The term of office on the Planning Council shall be a minimum of two years, with the option of reappointment by the Mayor.

Section 4. The Mayor shall appoint Co-Chairpersons who shall preside at all meetings of the Council. The Council Chairpersons shall appoint all subcommittees and working groups, and shall perform all other duties necessary or incidental to the position. The Council shall designate alternate acting co-chairpersons to preside over meetings during the absence of the appointed Co-Chairs.

ARTICLE III - PURPOSE

Section 1. To develop and prepare San Francisco's comprehensive HIV health service plan.

Section 2. To establish priorities for the allocation of federal Comprehensive AIDS Resources Emergency Act (CARE) funds within San Francisco.

Section 3. To assess the efficiency of administrative mechanisms in rapidly allocating funds to areas of greatest need.

ARTICLE IV - MEETINGS

Section 1. Quorum. A quorum of the Council must be present at any regular or specially scheduled meeting in order for the Council to engage in formal decision-making. A quorum is defined as more than one-half of the membership. Absentee votes shall not be permitted.

Section 2. Proceedings. Council meetings shall be open to the public. Meetings will be tape recorded, with recordings available to Council members for their review. Meeting recordings will be held for a minimum of three months. Written minutes will be made available prior to the following meeting and will be a public document.

Section 3. Voting. While the Council will strive for consensus, every official act taken by the Council shall be adopted by a majority vote. A majority vote shall mean two-thirds (66%) of all members of the Council present or voting. If absent, a Council member may specify in writing (including FAX) his or her opinion on an identified agenda item. This information will be shared with the Council by Council staff, but will not be considered a vote. Co-chairpersons and Council Staff do not vote.

Section 4. Parliamentary Procedure. The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all Meetings of the Council except as otherwise provided herein.

Section 5. Order of Business. The order of business of any Regular Meeting shall be as follows:

1. Roll Call.
2. Approval of Minutes.
3. Reports of Chairpersons.
4. Reports of Subcommittees.
5. Consideration of Main Agenda.
6. Adjournment.

Section 6. Notice. Written or oral notice of the time and place of every Regular, Special and Subcommittee Meeting of the Council shall be given to members of the Council and to the public at least seventy-two (72) hours before the time of such meeting.

Section 7. Regular Meetings. Regular Meetings of the Council shall be held the second and fourth Monday of each month from 4:30 to 7:30 p.m. Extension of meeting times or additional meetings will be scheduled as needed. Any change in meeting schedule shall be announced at least seventy-two (72) hours in advance.

Section 8. Special Meetings. Special Meetings may be called and scheduled by the Co-Chairpersons or by six or more members. The agenda, place, and time of such Meetings shall be set forth in the Meeting notice, at least twenty-four (24) hours before the time of such meeting.

Section 9. Subcommittee Meetings. Subcommittee meetings of the Council shall be set forth in the Meeting notice. The Subcommittees shall be designated by the Co-Chairpersons.

ARTICLE V - LEAVE OF ABSENCE

Section 1. A leave of absence is requested by written notice to Co-chairpersons. A leave of absence may not exceed six (6) months. Persons not returning by the end of the six (6) month period will be considered to have resigned. Leaves of absence are granted only for reasons of work or personal or family health. Leaves of absence will be granted without restriction, and the number for the quorum will be adjusted. Individuals are encouraged to consider the adequate representation of their constituency when deciding between a leave of absence or resignation.

ARTICLE VI - TERMINATION

Section 1. Members shall be terminated from the Council for three (3) excused, one (1) unexcused or any combination of these absences for a total of (4) absences within one quarter (3 months). Excused absences defined as being due to: illness (including critical family illness or death), emergency patient care, or work-related mandatory travel. Attendance of members shall be reviewed quarterly.

Section 2. In consideration of the need for representation of persons with HIV, those individuals shall be exempt from the above termination clause for absences due to illness.

Section 3. The Council member shall be terminated by the Mayor upon recommendation of the Council, and the Mayor shall reappoint a new Council member to fill the vacancy.

ARTICLE VII - AMENDMENTS

Section 1. These Bylaws may be amended by the Council at any Regular Meeting by a majority (two-thirds) vote

I hereby certify that the foregoing bylaws were amended by the HIV Health Services Planning Council at its regular meeting on January 3, 1994.

Charles Brand
HIV Planning Council Coordinator

BYLAWS4 (6/18/94 change to II:2, 3.

